



United States Department of the Interior
NATIONAL PARK SERVICE
Wrangell-St. Elias National Park/Preserve
P.O. Box 439
Mile 106.8 Richardson Hwy.
Copper Center, AK 99573

IN REPLY REFER TO:

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: LHWRST-08-011

ISSUING DATE: February 4, 2008

CLOSING DATE: February 22, 2008

JOBS AVAILABLE THROUGH LOCAL HIRE PROGRAM PUBLIC LAW 96-487

AREA OF CONSIDERATION: Park (See Who Can Apply)

Wrangell-St. Elias National Park and Preserve is accepting applications for work. This announcement tells you how many job openings we have at this time, what they pay and how to apply. Application forms and assistance are available at Wrangell-St. Elias National Park & Preserve Administration Building Mile 106.8 Richardson Hwy. Copper Center, AK 99573, by phone at 822-5234 or at our website at www.nps.gov/wrst/employ.htm or at the Glennallen Job Service.

POSITION TITLE, SERIES, & GRADE

DUTY LOCATION

Park Ranger (Interpretation)

GS-025-05 approx: \$15.73 per hour

Wrangell-St. Elias NP/P

Nabesna, AK

Includes: Cost of living (COLA), paid holidays, and annual and sick leave. Must be 18 years of age. Valid driver's license is recommended. This position is seasonal, full-time and will last from approximately mid-May to September 1, 2008. May involve weekend work. Government housing is not available.

VETERAN'S PREFERENCE SHALL APPLY: All applicants claiming VETERANS PREFERENCE **MUST** submit a clear copy of their DD-214, Military Discharge. In addition, those claiming a 10-point Veterans preference **MUST** submit a copy of an SF-15, and if claiming a compensable disability preference, applicants must include a copy of their latest Veterans Administration certification (dated within the past 12 months). Anyone who previously served on active duty during the Gulf War from 8/2/90-1/2/92 or for service in Bosnia (Operation Joint Endeavor) 11/20/95-12/20/96 may be entitled to Veterans Preference. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide

BRIEF STATEMENT OF DUTIES: The incumbent will be responsible for visitor center operation, cooperating association sales, radio and telephone communications, teaching leave no trace principles, providing medical treatment to level of certification, providing input into non-personal services planning and production and other interpretation projects, and dealing with emergencies. As well, the incumbent will be called upon to research and present interpretive talks, conducted activities, and informal interpretation. The incumbent will be called to drive a government vehicle and to assist with programs presented at Day Camps and for special groups.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing personnel office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT: Applicants must meet all of the following pre-employment requirements. Failure to meet said requirements could result in a withdrawal of a job offer and or termination from your position.

- In accordance with HSPD-12, all new employees will be required to submit to being fingerprinted prior to employment.
- Employees who reach an aggregate of 6 months of employment will be required to submit an SF85 (Non-Sensitive Investigation form) and be fingerprinted in accordance with the 5 CFR 731 & 732
- Federal employees hired after July 26, 1996 are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Prior to appointment applicants must meet the minimum age of 18 years old.
- Incumbent will be required to wear a Park Service uniform.
- This is a temporary seasonal position not-to-exceed 1039 hours per service year.
- Must be a US citizen

WHO CAN APPLY: Any individual who, by reason of having lived or worked in or near Wrangell-St. Elias National Park and Preserve and has special knowledge or expertise regarding the natural or cultural resources of the area. *The attached bulletin provides more information on "Local Hire" eligibility requirements.*

WHO IS QUALIFIED: Any eligible person who has the knowledge, skills and abilities (KSA's) listed in detail under "Qualifications" on the "Supplemental Experience Questionnaire" portion of this announcement *and*

A combination of education and experience which may qualify you for this job.

GS-05 1 year of specialized experience equivalent to the GS-04 level

or 4 years of college leading to a bachelor's degree with 24 hours of a natural sciences, social sciences, park and recreation management and other disciplines related equivalent to the GS-5 level

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application.

HOW TO APPLY: Mail in to Park Headquarters, Wrangell-St. Elias National Park and Preserve, Mile 106.8 Richardson Highway, Box 439, Copper Center Alaska 99573, or deliver in person to the by 4:30pm on closing date the **following required forms:**

- **Application:** An OF-612 (Application for Federal Employment). OF-612s are available on the web at www.opm.gov/forms/html/of.htm Or
- **Resume'** or other written application that includes your full name, mailing address, day/evening phone numbers, social security number, announcement number, job title and grades of the position you are applying for, country of citizenship. If you were or are currently employed by the Federal Government, please show the highest grade you held, the job series and the dates of employment in that grade, and note your veterans' preference status. All other work history: Include job title, duties, employer name and address, dates of employment, hours worked per week, and indicate if we may contact your current supervisor.
Your signature will be required on your resume' prior to any job offers.
- **Written responses to the Eligibility and Supplemental Experience Questionnaire (KSA's)** attached to this job announcement.
- **OF306 (Declaration for Federal Employment)** This form must be submitted prior to job offer.
- **Proof of Military Discharge:** See information on front of announcement

NOTE: You are encouraged to submit an "Applicant Background Survey" (DI-1935) with your application.

All applications must meet qualification requirements by the closing date of the announcement in order to be considered. It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants will not be solicited for further data if that provided is found to be inadequate of incomplete. Your application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

All applications must be postmarked or received in this office by the closing date of the announcement. Applications postmarked after the closing date will not be considered. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date. *Applications mailed in postage paid government envelopes or through the internal government mail system will be rejected and returned without further action.* We do not accept faxed or electronic resumes or applications. If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Dear Applicant:

This letter is to provide you the opportunity to voluntarily contribute to the efforts in the Department of the Interior to assure that personnel practices continue to meet Federal law and policy requirements. As a part of this effort, the Department has implemented an Applicant Flow Data System to assess the Department's recruitment efforts in attracting the largest and most diverse pools of candidates for filling vacant positions.

The enclosed Form DI-1935, Applicant Background Survey, is a part of each vacancy announcement issued in the Department and is the instrument used for gathering information to assess recruitment activities. It is removed from the application when received in the human resources office. All human resources offices are prohibited from maintaining any records from which applicants may be identified individually by race, ethnic origin and/or disability. The form is never shown to any official or panel member involved in the selection process. The form is maintained in the Alaska Field Equal Opportunity office.

The information that you voluntarily provide is maintained in a strictly confidential manner and will not be individually identified in any reports. The information is used for statistical purposes only. Your decision to complete the Applicant Background Survey Form will not affect your consideration or selection for employment. We appreciate your interest in the Department of the Interior.

PRIVACY ACT INFORMATION The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by calling (907) 271-4196. **EQUAL EMPLOYMENT OPPORTUNITY** Appointments are made without regard to race, color, age, sex, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

"This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing personnel office listed on this announcement. Determinations on requests for reasonable accommodation will be made on a case-by-case basis"

APPLICANT BACKGROUND SURVEY DI-1935

GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. use only capital letters. Read each item thoroughly before completing the appropriate code number in the blank.

| | | | |
|--|--|---|-----------------|
| VACANCY ANNOUNCEMENT NUMBER LHWRST-08-011 | | TODAY'S DATE: (MM/DD/YY) | |
| POSITION TITLE Park Ranger | | SERIES/GRADE GS- 025- 05 | |
| 1.NAME: (Last, First, MI) | | 2.SOCIAL SECURITY # | 3.YEAR OF BIRTH |
| 4. How did you learn about the position or exam you are applying for? Please circle your choice(s). | | | |
| 01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office | | 09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____ | |
| 5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex. | | | |
| A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin | | 6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____ | |
| 8. Do you have any disabilities? Yes_No | | | |
| PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. PURPOSE AND ROUTINE USES: The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. EFFECT OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information. INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b): Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies. | | | |

FOR BUREAU USE ONLY

Date Received: _____

PATCO Code: _____

Bureau Code: _____

Supplemental Experience Questionnaire

NAME: _____

ELIGIBILITY

The answers to the following questions are mandatory and your answers must provide sufficient details so that a determination can be made as to your eligibility for hire according to the congressional intent of Section 1308 (see attached explanation) of ANILCA. Answering "no" to any of the questions will not result in automatic disqualification. Responses to all questions will be considered together to help us make an informed judgement as to your eligibility under the local hire program, However, you must be specific and answer each question. Failure to respond to each question could result in a "non-eligible" determination.

1. Do you now, or have you ever lived or worked in or near Wrangell-St. Elias National Park and Preserve, (i.e. communities of Glennallen, Copper Center, Slana, McCarthy/Kennecott, Chistochina, Mentasta or Chitina)?

If YES, then list the communities where you have lived:

- 1a. You must have lived here year-round (experiencing all seasons) full time at some point in time.

Please list the months and years you have lived in the area:

2. Describe the special knowledge or expertise of natural and /or cultural resources you possess as a result of having lived or worked in or near the Park (do not quote excerpts from publications please). **Attach on additional page.**

Consider the following:

- Documenting your specific knowledge of the area and location of park facilities and sources of services, materials and supplies in the local communities.
- Explaining *in detail* any special knowledge or expertise you may have gained about Wrangell-St. Elias NP/P. Explain what you know about the Park's management, natural and cultural resources by reason of having lived or worked in the area. Explain *how* you came to obtain that special knowledge.

3. Describe how you came to obtain the special knowledge or expertise that you described above. **Be Specific.**

Signature_____

Date_____

INTENT OF THE LOCAL HIRE AUTHORITY

The following quote is from the Congressional Record (House) of 11/12/1980 concerning Local Hire: "It is the intent of this provision that agencies of the Federal government with land management responsibilities in Alaska shall be provided the opportunity to utilize the expertise of local residents without being subject to the sometimes limited restrictions of Civil Service laws or regulations. It is recognized that often there will be local residents in Alaska who have unique knowledge of special skills who may not qualify for hire under existing requirements. Consideration must be made of these unique circumstances, and the

Secretary is directed to establish a program whereby these qualified individuals will be recruited and considered for available appropriate positions."

36 CFR 13.42(I) states that a "local rural resident" is :

Any person who has his/her primary, permanent home within the resident zone as defined by this section, and whenever absent from this primary, permanent home, has the intention of returning to it. Factors demonstrating the location of a person's primary, permanent home may include, but are not limited to, the permanent address indicated on licenses issued by the State of Alaska Department of Fish and Game, drivers license, and tax returns, and the location of registration to vote.

Any individual who, by reason of having lived or worked in or near Wrangell-St. Elias National Park and Preserve and has special knowledge or expertise regarding the natural or cultural resources or the area.

The phrase "lived or worked" is not time defined; however, Congressional intent of the ACT is to provide opportunities to hire local residents who possess special knowledge/expertise about the cultural and/or natural resources of public lands. Applicants must be or have been full-time local residents of the area of consideration for a vacant position. This might include an applicant who was once a resident, moved away, but is re-establishing residency. In all cases, applicants must have been a resident for a long enough period of time to have acquired the special natural and/or cultural knowledge required by the position. Seasonal residency will not be considered qualifying because such applicants are not local residents as intended in section 1308 of ANILCA.

Only those applicants who can clearly show a history of living or working in or near Wrangell-St. Elias National Park and Preserve meet the eligibility for this local hire recruitment. Such time period should have been long enough to encompass the full range of typical climatic conditions (i.e. all seasons). Strictly seasonal experience is not considered sufficient time to have obtained adequate special knowledge or expertise to qualify under the local hire authority.

Supplemental Questionnaire**Name** _____**QUALIFICATIONS**

The answers to the following questions will help us to evaluate your qualifications to perform the duties of the job for which the Park is recruiting. You must provide a narrative statement for each element of knowledge, skills and abilities (KSA's). Describe experience (paid or unpaid), education, training, awards and self-development as related to the KSA's. Your work experience or background which will show the level of knowledge, skill, and ability you have. Fully describe your qualifications and give examples in each of the following KSA's.

Use a separate sheet of paper with corresponding numbers for answers.

1. Describe your knowledge of cultural, natural and local history as it pertains to Wrangell-St. Elias National Park & Preserve.
2. Describe your knowledge, skill and ability in effectively and positively dealing with the public. Provide specific examples.
3. Describe your knowledge, skill and ability to communicate effective, both orally and in writing, and to organize meetings and programs. Provide specific examples.
4. Describe your ability to accurately follow oral and written instructions and to work without close supervision. Provide specific examples.
5. Describe your knowledge and skill in using computers including word processing and database software and general office equipment such as mail meters and telephones. Provide specific examples.

CERTIFICATION STATEMENT

I CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature _____

Date _____